

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR ENVIRONMENTAL RESOURCES	Date: 5/1/00
Position Level: 11	FLSA Status: Exempt
Class Code: 11-7	

Pumar-Pam 7/27/04 5:00 PM
Deleted: 1016

GENERAL DESCRIPTION

This position is primarily responsible for planning, directing and supervising the activities of the Environmental Resources Department.

KEY RESPONSIBILITIES

1. Administer departmental personnel procedures such as evaluations, interviews, disciplinary actions, etc.
2. Prepares grant applications and administers grants.
4. Performs technical field work and reviews permits.
6. Coordinate the administration of guidelines with other County, State and Federal Agencies.
7. Assist department Biologists and Planners.
8. Prepares and administers the departmental budget.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR DIR, ENVIRONMENTAL RESOURCES	Class Code: 11-7	Position Level: 11
--	-------------------------	---------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required in Biology or Natural Resource Management. Advanced training/certification in wetland delivertion desirable.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes Recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretaiton and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytic ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____